

OFFICE OF LOGISTICS SUPPORT PACKAGE FOR PROJECT OUTREACH

Areas Open for Visitors: Auditorium, tunnel, library entrance, F Corridor (exhibits), J Corridor, C Corridor (Portraits of CIA Directors and Presidential Row), D to A Corridor (exhibits) and main entrance (Memorial Wall). Refer to Attachment 1 for tour route, indicated in red.

Auditorium: Operation of auditorium equipment. Overtime for two technicians one GS-07/5 at \$9.42 per hour and one WG-11/5 at \$12.61 per hour X 6 hours = \$132.18.

Parking: POV's will park in the North Parking Lot adjacent to the Northeast entrance. Lanes A through D will be reserved and will accommodate 314 automobiles which should be sufficient parking. Additional lanes can be made available depending on the number of guests attending. Route to be used to auditorium will be the walkway from North Parking Lot to the Nathan Hale statue and auditorium. Provisions for the handicap are available at the NE entrance. See Attachment 2 for parking.

Stanchions, Safety Cones and Panels: Procurement of stanchions, panels and ropes for security and to protect exhibits, paintings, and other displayed items in the corridors/<sup>that</sup>are susceptible to inadvertent damage. Also, include stanchions and safety cones for the North Parking Lot. Cost is broken down as follows:

BUILDING

|            |                    |                     |
|------------|--------------------|---------------------|
| F Corridor | 320 ft. rope       | 39 stanchions       |
| J Corridor | 40 ft. rope        | 5 stanchions        |
| C Corridor | 140 ft. rope       | 16 stanchions       |
| D Corridor | 260 ft. rope       | 36 stanchions       |
|            | <hr/> 760 ft. rope | <hr/> 96 stanchions |

Rope 33.5 ea. x 76 = 2546.00

Stanchions 49.0 ea. x 96 = 4704.00

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7250.00

Less 30% discount - 2175.00

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TOTAL \$5075.00

PARKING LOT

Entrance A Safety Cones (10.00 ea. x 20) \$ 200.00

North Parking Lot Stanchions (26 ea. x 49.00) = 1274.00

Less 30% discount - 382.20

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TOTAL \$ 891.80

PANELS

234.00 ea. x 16 = \$3744.00

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GRAND TOTAL \$9910.80

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2 weeks after receipt of order. DDI/OCR has recently procured a similar model to inspect foreign sourced publications which was approved by the Office of Security and the Safety Staff. See Attachment 3 for brochure.

Signs: Furnish all requirements for directional signs and visitor sign to be displayed on windshield of automobiles to readily identify guests or visitors. See attachment 4,

Building Model: Will be furnished by LSD and positioned in the main entrance corridor between D and E Corridor.

Identification Bidges: To readily identify visitors it is recommended that a card with plastic holder be used that can easily be pinned to the clothing. The identification cards can be printed by OL/P&PD. A sample of the card and holder are attached, see attachment 5.

GSA Electrician: Arrangements to have one electrician available during the tour to turn on escalator and handle electrical requirements for exhibits, lights, and any emergencies. Cost of one GSA electrician for 1 hour is \$18.54 x 4 hours is \$74.16.

HVAC (Heating, ventilating, and air-conditioning) Requirements:

| <u>Area</u> | <u>Cost</u>    |
|-------------|----------------|
| Auditorium  | \$28.48 (AC30) |
| Tunnel      | .56 (AC34)     |
| Library     | 21.88 (AC15)   |

TOTAL

Electrical Costs: Installation of additional light fixtures in the 1D Corridor, turning on ceiling lights and installing electrical outlets in F and D Corridor for exhibits.

Estimated cost - \$500.00

Security: Keylocks will be installed on corridor doors in the areas identified below to prevent visitors from entering these areas thereby reducing the requirement for security guards. Tunnel door adjacent to escalator; freight elevator adjacent to library; library supply room; stairwell doors in F, C, and D Corridors; Rooms 1D04, 1D30, 1D40 and 1D35; installation of door and keylock in Rm. 1D00. This has been approved by the Safety Staff. We are awaiting concurrence from the GSA Buildings Manager. Estimated Cost - \$197.76

Medical Support: The medical staff will provide whatever support is required or levied upon them. The funding of overtime for a nurse was mentioned.

Security Exhibit This exhibit is being constructed by an outside contractor [ ] from blueprints prepared by Graphics and Visual Aids Staff/Printing and Photography Division, OL. Funds in the amount of \$2400.00 are being made available by OL for this exhibit.

Printing Support: It appears that all requests for tickets, programs, control forms, etc., can be handled from existing stocks. The control form for the reservations has been produced at a cost of approximately \$38.00. Cost estimates for additional programs and tickets will run as much as \$200 to \$300.

Transportation: The Office of Marketing, Washington Area Transit Authority was contacted regarding the possibility of arranging a scheduled shuttle service between some centrally located pick-up point and Headquarters. After considering a number of possible pick-up points, the Pentagon was suggested as the most advantageous based on its easy access by private automobile (particularly for out-of-town visitors who are not familiar with the area), availability of free parking on Saturday and its easy access by regularly scheduled Metro Routes. Metro proposed that they could provide the service for 500 passengers by using 2 buses scheduled to leave the Pentagon at 30 minute intervals beginning at 0830. Each bus would accommodate 50 passengers and make 5 round trips.

The cost of this service, computed on the basis of chartering 2 buses for 5 hours, would be \$294 if the Agency is willing to enter into a contract agreement or \$322 if no contract is signed. In either case the Agency would be responsible for making payment.

If we are to proceed on the basis that each passenger will pay their own fare, the arrangements are a good deal more complex. Arrangements of this nature are made in a manner very similar to the way regular public transportation routes are arranged and begin with the submission of the appropriate request to the Department of Transportation. Inasmuch as the proposed service will operate entirely within the State of Virginia, final approval will rest with the Northern Virginia Transportation Commission (NVTC).

It is entirely unrealistic to assume that the schedules chosen by individual visitors will coincide with the proposed 30 minute bus schedule which makes it almost certain that some of the buses will leave with relatively few passengers, while other will be overcrowded. Unless the fares collected from each passenger are sufficient to cover the total cost of the service, a deficit will result and this deficit will quickly surface as the major issue to NVTC. In order to secure NVTC's approval it will be incumbent upon us to demonstrate to them that the proposed service is in the public interest and a worthwhile expense to be borne by the Northern Virginia taxpayers or agree to underwrite the deficit.

Given the expense and uncertainties associated with group transportation, together with the lack of any apparent appreciable advantage, it is recommended that the responsibility for transportation remain with the individual visitors.

It is worth noting that Metro currently provides regular bus service through the Headquarters Compound on Route 5S all day on Saturday at 1 hour intervals (See Attachment 6 for schedule). The fare is 60¢ from any point in the District and 40¢ from any point in Virginia.

Cafeteria: No provisions are presently being made for refreshments or light lunch since the cafeterias are not included as part of this tour.

Restrooms: Adequate restroom facilities will be available in three separate locations for the visitors; namely auditorium tunnel, adjacent to library and in the ID Corridor.

Costs to Support this Project: The estimated costs to support this project are broken down as follows:

Initial Cost: \$28,108.56

Cost of Continuous  
support for each  
tour 557.26

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TOTAL \$28,665.82